

PRIMARY PURPOSE OF THIS POSITION

Responsible for assisting in a variety of warehouse duties, including shipping and receiving, unloading and loading trucks, fulfilling purchase orders, and keeping warehouse stocked with essential equipment.

KEY PERFORMANCE AREAS

- Receive trucks and unload merchandise
- Stack merchandise on racks
- Ensure machinery is used as per OH&S standards
- Match purchase orders to sales orders
- Fulfill customer orders
- Move materials off racks and package for shipment
- Fill requisitions, work orders, or requests for materials, tools, or other stock items
- Follow all safety codes
- Place merchandise on pallets or shelves for distribution
- Record amounts of materials or items received
- Sort material according to warehouse requirements
- Carry out tasks as assigned by the warehouse supervisor and manager
- Identify damage, loss, or surplus of goods and materials stored in the warehouse
- Compile inventory

QUALIFICATIONS

- Physically capable to safely lift 50 lbs
- Reading comprehension
- Counting skills
- Displaying good time management skills, including punctuality and limiting downtime
- Valuing teamwork since several people are often involved in the process of moving and delivering materials, such as customer service representatives and transport drivers
- Following directions to ensure the right material gets to the right place
- Sticking to safety procedures to create the proper environment in accordance with company policies and governmental mandates
- Displaying pride in one's work by consistently working hard and producing accurate results
- Attending to detail to ensure items are properly placed in the warehouse and orders are filled according to specifications
- Positive attitude

If this opportunity seems like a fit, we'd love to meet you!

Please apply today :)